



CITY OF HOUSTON

Job Posting

1	AP	
2	Applications accepted from:	ALL PERSONS INTERESTED
3	Job Classification	GRADUATE ENGINEER
4	Posting Number	PN# 109050
5	Department	Department of Public Works & Engineering
6	Division	Public Utilities Division
7	Section	Wastewater Operations Branch
8	Reporting Location	611 Walker*
	Workdays & Hours	M-F, 8:00 A.M. – 5:00 P.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Provides engineering assistance in identifying, evaluating, managing and rehabilitating various systems and facilities. Performs and reviews engineering computations. Reviews, researches, analyze and prepare various records, reports and other data. Conducts field studies and inspections. Prepares plans and specifications. Investigates general public inquiries and prepares responses. Develops and designs new layouts, drawings, etc. Maintains and monitors facilities and systems. Applies appropriate operating procedures to enhance functioning of facilities and systems. Coordinate the design, development, evaluation and implementation of multi-engineering disciplines to improve operations, procedures and systems. Duties include the preparation and evaluation of various drawings, reports, designs and test data for the Wastewater Operations Branch. Coordinates the planning and implementation of design and construction projects. Prepares correspondence such as letters, interoffice memoranda, reports, etc. Coordinates and plans improvements with various departments, outside agencies and civic associations.	
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires graduation from approved curriculum in engineering that is approved by the State Board of Registration for Professional Engineers with a satisfactory standing. OR Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board and passage of the eight-hour fundamentals of engineering examination prescribed by the Board. OR Possession of a valid Engineering-in-Training Certificate issued by the Board under the current requirements of the Texas Engineering Practice Act.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required.	
13	<u>MINIMUM LICENCE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants who are familiar with sanitary sewer rehabilitation methods, design and construction. Applicants with knowledge of Arc View GIS, GIMS and IMS will be preferred.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skiii assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 22 \$1,277 - \$1,833 Biweekly \$33,202 - \$47,658 Annually</div>	
18	<u>OPENING DATE</u>	February 22, 2006
19	<u>CLOSING DATE</u>	March 07, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Our TDD (Telephone Device for the Deaf) telephone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	